



American International School of Abuja

www.aisabuja.com | info@aisabuja.com | [@AISabuja](https://www.instagram.com/AISabuja) | +234 0703 215 3798

Minutes AISA Board Meeting 1/3/2023

Greg Hughes - Head of School
Christopher Pretorius - Business Manager
Nico Figueroa - Board Member
Ndubisi Anyanwu - Board Member
Laurel Rushton - Board Member
Derek Worman - Board Treasurer
Katie Jagelski - Board President

Note taker - Katie Jagelski

Meeting convened at 5:05 p.m. WAT

Introduction

The extraordinary meeting of the Board was convened to discuss a request from a parent for reduced tuition for online learning. The same parent also requested a full refund should they choose to remove their child(ren) from the school prior to the new semester starting. Mr. Hughes agreed to ask the Board's decision prior to the start of the school year, hence the extraordinary meeting.

Discussion

The Board agreed unanimously that the school could not offer tuition discounts at this time, without creating undue future financial hardship and the need for steep fee increases for the school in coming years.

The Board had previously agreed to refund capital fees to new families who asked to withdraw their children during the first semester of the 2022-23 school year and that any new family who had paid capital fees this year, and wished to withdraw prior to the start of the second semester, would be reimbursed all capital fees in full.

The Board further unanimously agreed that all parents should be notified by email from the Head of School of this action and other flexibilities regarding capital fees that had been previously approved - notably that the \$10000 fee could be paid over two years (\$5000 for the first two years) instead of as a lump sum in the first year.



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Meeting Closed

Secretary: Jyoti Jana

Minutes Approved